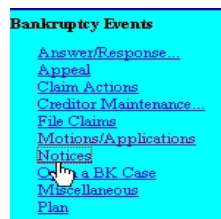


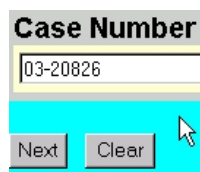
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## Notice of Possible Exemptions

**STEP 1** Select **Bankruptcy** from the **Main Menu**, then click on **Notices**.

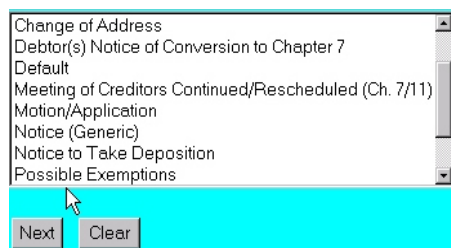


**STEP 2** The **Case Number** screen displays.



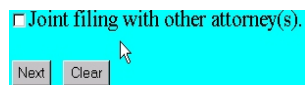
- ◆ Enter a **Case Number** and click on the **Next** button.

**STEP 3** The **Select the Type of Notice** screen displays.



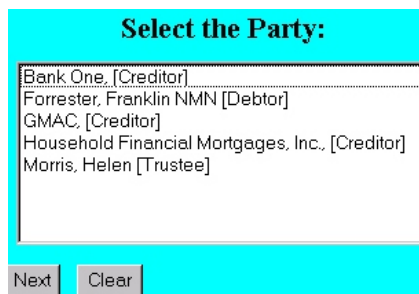
- ◆ Scroll through the options and highlight **Possible Exemptions**.
- ◆ Click on the **Next** button.

**STEP 4** The **Joint filing with other attorney(s)** screen displays.



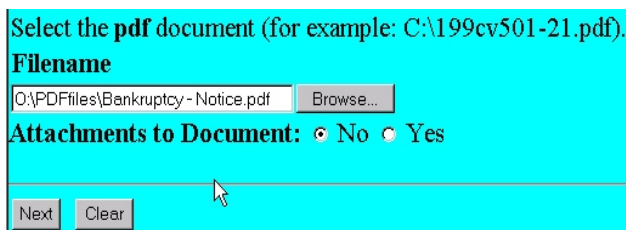
- ◆ Click in the box filing a joint notice to add the additional attorney.
- ◆ Click on the **Next** button.

**STEP 5** The **Select the Party:** screen displays.



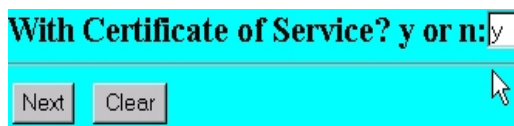
- ◆ Click on the party's name.
- ◆ Click on the **Next** button.

**STEP 6** The **Select the pdf document** screen displays.



- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.

**STEP 7** The **With Certificate of Service** screen displays.



- ◆ Enter a lowercase '**y**' in the text box if the notice contains a **Certificate of Service** or a lowercase '**n**' if no certificate of service is attached.
- ◆ Click on the **Next** button.

**STEP 10** The **Docket Text: Modify as Appropriate** screen displays.

- ◆ Add additional text if appropriate.
- ◆ Click on the **Next** button.

**STEP 11** The **Docket Text: Final Text** screen displays.

- ◆ Verify the *Final Docket* text. If correct, click **Next**.
- ◆ If the *Final Docket* text is incorrect, you must click on your Browser's **Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the *Bankruptcy* hyperlink on the *Menu Bar*.

**STEP 12** The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.